



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

TO: Juvenile Probation Officers and Caseworkers

FROM: Peter Stathakis, Program Manager

SUBJECT: Juvenile Probation Officer/Caseworker Certification Examination
Pursuant to Administrative Orders 1985-5 & 1988-3

DATE: April 28, 2004

Michigan Supreme Court Administrative Orders 1985-5 & 1988-3 require a Juvenile [Court] Probation Officer/Caseworker to complete the Michigan Judicial Institute (MJl) Certification Training within two years of employment.

The Certification Process is two-phased: Phase 1 consists of participation in, or waiver of, the MJl "Basic Counseling" seminar. Phase 2 consists of satisfactorily completing the Certification Examination.

You should have already received the "Juvenile Probation Officer/Caseworker Self-Instructional Manual" developed by the MJl, which will help you to prepare for the examination. If you have not already received the manual, and you need it to prepare for the examination, you may download the manual from the Michigan Supreme Court Website at

<http://ustools.you-niversity.com/youtools/wbt/mji/default.asp>

Or you may contact the Michigan Judicial Institute (see contact information below) and we will send you a hard copy of the manual.

There are two examination dates set for 2004: July 16, 2004 at the Michigan Hall of Justice, Lansing, OR August 19, 2004 at the Region IV State Court Administrative Office, Gaylord. You may pre-register for either examination by completing the attached form. Travel to and from the examination site as well as any other expenses, are the responsibility of the participant or his/her funding unit.

The examination will be "open-book". You will be able to utilize your manual to assist you in answering questions. However, you will need to be familiar with the contents of the manual to find the correct information during the examination. The examination is approximately 200 questions and we allow no more than three (3) hours for completion. The format for the examination is primarily "true-false", "multiple choice" and "fill-in-the-blank". There will be some short essay questions as well.

If you need a manual, or know of other Probation Officer and/or Caseworker staff who need to complete the Certification process, please have them contact me at the above address, by telephone at (517) 373-7607 or by e-mail at stathakis@courts.mi.gov

**Michigan Judicial Institute
Registration Form
Juvenile Law Certification (AO 1985-5 & 1988-3)
Examination**

Name: _____

Title: _____

Court: _____

Court Address: _____

Telephone No. _____

E-Mail: _____

☐ **I have completed/waived the Basic Counseling Seminar**

I am registering for the Examination on (choose only one date):

☐ **Friday, July 16, 2004, 9:00 am to 12:00 noon (Lansing)**

OR

☐ **Thursday, August 19, 2004, 9:00 am to 12:00 Noon (Gaylord)**

If you need accommodation due to a disability, please indicate below:

Required Signatures: ↓

Applicant

Date

Chief Judge or Court Administrator

Date

Please mail or fax registration form to:

**Ms. Anne DeMarco
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
(517) 373-7615**

Registration Deadline(s): July 2, 2004 for the July 16th Exam August 5, 2004 for the August 19th Exam
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